

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE
UNIT EMPLOYEES-
SUPPORTIVE SERVICES**

TITLE: OVERTIME

ADOPTED: NOVEMBER 20, 2002

REVISED: OCTOBER 22, 2014

530. OVERTIME	
1. Authority	In order to ensure consistent treatment of all affected employees and compliance with applicable federal law regarding payment of overtime, the Board adopts this policy.
2. Guidelines 29 U.S.C. Sec. 201 et seq	<p>In accordance with the Fair Labor Standards Act and this policy or applicable collective bargaining agreement, overtime shall be paid for work in excess of the established workday or workweek for each grade of classified employees.</p> <p>Overtime accrues only when a nonexempt employee performs work within the same job classification. When employees at their option agree to perform occasional or sporadic work within a different job classification, such hours shall not qualify for overtime.</p> <p>No overtime shall be scheduled or worked without prior approval of the immediate supervisor and or Program Director.</p> <p>Overtime will be paid at the rate of time and one-half the regular rate of pay when approved in advance <i>by</i> the immediate supervisor for time worked in excess of forty (40) hours per week (including the difference between the normal workweek and forty (40) hours).</p> <p>For purposes of computing overtime, credit shall be given only for hours worked, as recorded in district records and provided by law.</p> <p>Any conflict between this policy and applicable collective bargaining agreements (CBA) shall be reported promptly to the Board. For employees covered by a CBA, the CBA will take precedence over the policy. For employees NOT covered by a CBA, the Board Policy would apply.</p>